



COMDTINST 3010.22
AUG 27, 2003

COMMANDANT INSTRUCTION 3010.22

Subj: COAST GUARD CONTINGENCY PREPAREDNESS SYSTEM (CPS)

Ref: (a) Coast Guard After Action Information and Lessons Learned System, COMDTINST 3010.19 (series)
(b) Contingency Preparedness Planning Manual, VOL III, Exercise Policy, COMDTINST M3010.13 (series)

1. PURPOSE. This Instruction provides policy and procedures for the employment of the web-based Contingency Preparedness System (CPS).
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. BACKGROUND. The Contingency Preparedness Division (G-OPF-3) and the Plans and Preparedness Division (G-MOR-2) developed CPS to enhance management of the Coast Guard (CG) Exercise Program and the Contingency Planning Program. The goal of CPS is to connect exercise planning and execution with contingency plans and lessons learned. CPS was developed as a successor to Pacific Area's Exercise (PEX) and Atlantic Area's Exercise (LEX) databases.
5. DISCUSSION.
 - a. CPS provides an efficient means of entering, integrating, managing, and monitoring Contingency Plans, Concept of Exercise (COE) reports, capturing After Action Reports (AARs), Lessons Learned (LL), and Best Practices (BP) from operations, contingency responses, and exercises.

DISTRIBUTION – SDL No. 140

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1		1	1	1	1				1	1	1	1	1	1		1		1					
B	1	8	20	1	12	1	1	1	1		1	1		10			1	1	1		1	1	1	1	1	1
C	1	1		1	1	1	1		1		1	1	1	1	1		1	1				1	1			
D	2	1	1	1	1	1	1	1	1			1	1		1			1	1		1	1	1			
E	1	1		1										1	1								1			
F																	1	1								
G			1	1	1																					
H																										

NON-STANDARD DISTRIBUTION:

- b. This Instruction discusses the processes to collect, validate, and distribute a record of CG Contingency Plans and COEs. CPS resides in a CG Intranet database with easy access by Coast Guard Commands for entry, retrieval, and review of data. The CPS web site URL is <http://lintra.comdt.uscg.mil/cps>.

6. RESPONSIBILITIES.

- a. Commandant (G-OPF) and Commandant (G-MOR) are the program managers for CPS. They will review and validate entry of COEs and Contingency Plans data. Commandant (G-OCC) will serve as the CPS Information Technology (IT) manager and will coordinate CPS technical management with Commandant (G-OPF-5), Headquarters Information Service Division, Operation System Center (OSC) Martinsburg, and others as necessary to continue the development and management of the CPS software application.
- b. Areas, districts and headquarters commands shall review COEs and Contingency Plans data entered by their subordinate commands and ensure compliance with this Instruction. Comments may be added to reports entered by other units to expand upon or explain pertinent issues and concerns.
- c. Information submitted via this system is understood to have command approval.

7. CPS APPLICATIONS. CPS provides capabilities to enter and retrieve information from databases. CPS links Coast Guard Contingency Plans, Concept of Exercises, and Lessons Learned with one another, a capability that will improve Coast Guard Readiness.

- a. Plans. CG commands/units shall enter standard formatted data (see enclosure (1)) for Contingency Plans. Once Contingency Plans are entered, CPS allows for searchable criteria to retrieve Records of Contingency Plans; both current and historical. CPS will provide the capability to link basic elements of contingency plans residing on the Web. See paragraph 4.j. of enclosure (1).
 - (1) Retrieve by Area Of Responsibility (AOR); allows the review of Plans by unit name or Operational Facility (OPFAC)
 - (2) Retrieve by Approval Date; allows the review of Plans based on the date Plan was approved.
 - (3) Custom Options; allows the review of Plans based on preformatted or custom selected data criteria.
 - (4) Update Database; allows the addition of a new record of contingency plans or modification of existing record of contingency Plans.
- b. COEs. CG commands/units shall enter standard formatted COE data (see enclosure (2)). COE will contain significant exercise information that will assist in the management/monitoring of exercise information as well as funding requirements. The CPS COE homepage appears after

clicking on COEs located on the CPS home page. A COE screen will appear with the following functional buttons:

- (1) Retrieve by AOR; allows user to review COEs by unit.
 - (2) Retrieve by FY; allows user to review COEs by Fiscal Year.
 - (3) After Action Reports (AAR) Status; allows user to review status of AAR and whether the AAR is complete, pending or overdue.
 - (4) Custom Option; allows user to review COEs based on selected criteria of data or all fields of information.
 - (5) Update Database; allows user to add new COEs or modify existing COEs.
- c. CG SAILS. CPS hosts the CG-Standard After Action Information and Lessons Learned System (CG-SAILS). Coast Guard Contingency Plans and lessons learned entered in CG-SAILS link one another, a capability that improves the quality of the Coast Guard Readiness Program.
 - d. OPFAC. CPS data identifies unit information using OPFAC codes. In addition, this feature allows the user to view a complete listing of CG OPFACs.
 - e. LINKS. Allows for connection to other CG links such as G-OPF homepage and CG-SAILS.
 - f. HELP. Allows for access to the CPS instruction and assistance in other specific areas.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this manual and have been determined to be not applicable.
 9. REPORTS. Enclosures (1) and (2) discuss standard formats for COE and Contingency Plan data entry. Clicking on the COE or Plans “UPDATE DATABASE” buttons, and then clicking on the “add” button, takes the user to these entry formats. Reference (a) provides directions for preparing CG After Action and Lessons Learned Reports. The Administration section allows the modification of CG Unit OPFAC and allows access to users reports for editing/deletions. Information entered into CPS Plans and COEs are automatically formatted per the enclosures. Instructions on accessing the CPS Web site can be accessed via the CPS home page. In addition, during use, an explanation of a data field can be viewed by clicking on the title of the data field.

/s/

T. W. ALLEN
CHIEF OF STAFF

Encl: (1) CPS Record; Contingency Plans Entry Format/Guidance
(2) CPS Concept of Exercise Format/Guidance

CPS Record; Contingency Plans Entry Format/Guidance

1. Purpose: The Contingency Plans format is used to capture CG Contingency Plans data.
2. Objective: The Contingency Plans standard format allows for entering information that will assist in monitoring and managing the CG Contingency Plans Programs.
3. Submission: Data should be submitted in the following format:
4. Format: (See attached example of Contingency Plan entry.)
 - a. USER ID: Created by user entering the contingency plans information. User Id is required to gain access to work not completed, for modification/editing.
 - b. PLAN LONG TITLE: Enter the long title of the Contingency Plan. Note, if title is classified, do not enter title.
 - c. PLAN SHORT TITLE: Enter the short title of the Contingency Plan
 - d. PLAN CLASSIFICATION: Select level of classification from the drop down menu.
 - e. RESPONSIBLE UNIT/OPFAC: Enter the Operating Facility Code of the Command or unit. Drop down menu appears after entering initial two numbers of an OPFAC. The OPFAC is directly linked to a CG Command/Unit Name.
 - f. APPROVING AUTHORITY: Enter the Higher Command that reviews and approves the unit's contingency plans i.e., PACAREA is the next higher chain of command for a Coast Guard District Contingency Plan.
 - g. REFERENCE THE REQUIRED PLAN: Enter the specific reference document that required the development of this Contingency Plan.
 - h. PLAN DATE: Enter the date the unit completed the plan and the command approved the plan. For example; (12/08/02 or 08 Dec 02).
 - i. DATE APPROVED: Enter the date approved by next higher authority in the chain of command.
 - j. WEB ADDRESS (URL) OF EXISTING PLAN: Name of link to specific contingency plans. This will link with contingency plans in the Coast Guard AREA commands.
 - k. CONTINGENCY THAT PLAN SUPPORTS: Enter the Coast Guard Contingency this Plan supports. Contingencies are identified in the Contingency Preparedness Planning Manual, VOL I, Planning Doctrine and Policy, COMDTINST M3010.11B (series), reference (b).
 - l. CONTINGENCY PLANNING CYCLE: Enter the Contingency Planning cycle depicting how often the plan should be reviewed and updated.

Encl (1) to COMDTINST 3010.22

User Id

Example

Long Title

COMDT OPERATION PLAN 9900-03

Short Title

OPLAN 9900-03

Plan Classification

Unclassified

Responsible Unit OPFAC (99-99999)

98 47850

Approving Authority OPFAC (99-99999)

98 70098

Reference That Requires Plan

COMDTINST M3010.12C CPPM VOL II

Plan Date

15 Oct 02

Date Approved

20 Feb 03

Web address (URL) of existing Plan

http://lintra.uscg.mil/cps

Contingency That Plan Supports

Updated

- ☐ SAR
- ☐ POLLUTION
- ☐ MARINE FIRES
- ☒ TERRORISM
- ☐ MARINE DISASTER
- ☒ COCOM/DEFENSE
- ☐ HIGH CAPACITY PASSENGER VESSELS
- ☐ NATURAL DISASTER
- ☐ OPSAIL
- ☐ AMIO
- ☐ CONTINUITY OF OPS
- ☐ CIVIL DISTURBANCE
- ☐ OIL/HAZMAT
- ☒ OUTLOAD
- ☐ INFORMATION TECHNOLOGY
- ☐ OTHER

Contingency Cycle Date Last

3 Year	
3 Year	
3 Year	
2 Year	12 Jan 00
3 Year	
1 Year	22 Sept 02
3 Year	
3 Year	
3 Year	
3 Year	
3 Year	
3 Year	
2 Year	15 Aug 01
3 Year	
3 Year	

CPS CONCEPT OF EXERCISE FORMAT/GUIDANCE

1. Purpose: The CPS Exercise Format is used to submit a unit's "Concept of Exercises (COEs)" reports. COEs will:
 - a. Identify scheduled exercises.
 - b. Identify estimated and actual exercise funding requirements.
2. Objective: The COE standard format allows for entering information that will assist in managing and monitoring the CG Exercise Program.
3. Submission: COEs should be submitted in accordance with reference (e), the Contingency Preparedness Planning Manual for Exercises. The required format is described below.
4. Format: (See attached example of COE entry.)
 - a. USER ID: Created by user entering exercise data. User Id is required to gain access to work not completed, for modification/editing.
 - b. EXERCISE NAME: The official name of the exercise.
 - c. SUBMITTING UNIT/OPFAC: This is the CG unit and Unit Operating Facility Code, for the unit entering the COE. The OPFAC database in CPS will provide this information.
 - d. EXERCISE TYPE: Select Type of Exercise to be conducted from the drop down menu.
 - e. EXERCISE LOCATION: Enter the location where the exercise will take place.
 - f. STARTEX: Enter the date the exercise is scheduled to start.
 - g. ENDEX: Enter the date the exercise is scheduled to end.
 - h. DIRECTOR: Enter the Command/unit conducting the exercise.
 - i. SPONSOR: In most cases, the district office, or next higher authority from the units conducting the exercise.
 - j. POC: Enter a Point of Contact for the COE.
 - k. POC PHONE NUMBER: Enter the telephone number of the POC.
 - l. ESTIMATED AFC-30, AFC-90 AND CERCLA: Enter the estimated cost of the exercise in whole dollars.

- m. CONCEPT OF OPS: State briefly the outline of what the exercise is designed to accomplish.
- n. CONTINGENCY PLAN CYCLE: Identifies the time period that the contingency plan should be reviewed for update.
- o. MAJOR OBJECTIVES: List the major exercise objectives.
- p. SYNOPSIS: State briefly what the exercise is about, and what can be expected; the plan that is to be exercised.
- q. PARTICIPANTS: List those commands/units most involved with the execution of the exercise.
- r. REMARKS: The remarks block is provided for comments as necessary pertaining to the COE being entered.

User Id

Example

Long Title

COMDT OPERATION PLAN 9900-03

Short Title

OPLAN 9900-03

Plan Classification

Unclassified

Responsible Unit OPFAC (99-99999)

98

47850

Approving Authority OPFAC (99-99999)

98

70098

Reference That Requires Plan

COMDTINST M3010.12C CPPM VOL II

Plan Date

15 Oct 02

Date Approved

20 Feb 03

Web address (URL) of existing Plan

http://lintra.uscg.mil/cps

Contingency That Plan Supports

- ☐ SAR
- ☐ POLLUTION
- ☐ MARINE FIRES
- ☒ TERRORISM
- ☐ MARINE DISASTER

Contingency Cycle Date Last Updated

3 Year

3 Year

3 Year

2 Year

3 Year

12 Jan 00

<input checked="" type="checkbox"/> CINC/DEFENSE	1 Year	22 Sept 02
<input type="checkbox"/> HIGH CAPACITY PASSENGER VESSELS	3 Year	
<input type="checkbox"/> NATURAL DISASTER	3 Year	
<input type="checkbox"/> OPSAIL	3 Year	
<input type="checkbox"/> AMIO	3 Year	
<input type="checkbox"/> CONTINUTY OF OPS	3 Year	
<input type="checkbox"/> CIVIL DISTURBANCE	3 Year	
<input type="checkbox"/> OIL/HAZMAT	3 Year	
<input checked="" type="checkbox"/> OUTLOAD	2 Year	15 Aug 01
<input type="checkbox"/> INFORMATION TECHNOLOGY	3 Year	
<input type="checkbox"/> OTHER	3 Year	

Submit Reset